

Table 3: Other Pretrial Conference Provisions

Status Conferences Required?—Are status conferences required, when, and under what circumstances (e.g., in what types of cases)?

Final Pretrial Conference Required?—Is a final pretrial conference required, when, and what materials must be prepared in advance?

Representatives with Authority to Bind?—Are representatives with authority to bind required to attend pretrial conferences? Who is required to attend and at which conferences?

Encouragement of Telephone Conferences?—Are telephone conferences encouraged instead of face-to-face conferences?

Other—Are there other relevant provisions?

District	Status Conferences Required?	Final Pretrial Conference Required?	Representatives with Authority to Bind?	Encouragement of Telephone Conferences?	Other
M.D. Ala.	Status conferences are held at the discretion of the judge.	The final pretrial conference is held at the discretion of the judge.	Yes (PD)	Yes (PD)	
N.D. Ala.	IA	IA	IA	The judges will continue their practice of permitting, when appropriate, litigants and counsel to participate by telephone at conferences and in hearings on motions.	
S.D. Ala.	IA	IA	IA	IA	

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District	Status Conferences Required?	Final Pretrial Conference Required?	Representatives with Authority to Bind?	Encouragement of Telephone Conferences?	Other
D. Alaska	IA Loc. R. 16.1 (1/3/95)	IA	The court presumes that counsel participating in pretrial proceedings have authority to bind.	IA Loc. R. 16.1 (1/3/95) Loc. R. 7.2 (1/3/95)	The court adopted case management principles that would lead to the promulgation and use of a form preliminary pretrial order (PPO). The PPO will address the need to amend pleadings and prompt disclosure of known witnesses.
D. Ariz.	Status conferences are held as necessary at the court's discretion.	A pretrial conference is held for cases on the standard and complex tracks.	Yes	Yes	
E.D. Ark.	IA	The court will continue its policy of holding a final pretrial conference when requested by a party. Loc. R. D-4 (5/1/80)	IA	The court encourages telephone conferences.	
W.D. Ark.	IA	IA Loc. R. D-5 (5/80)	IA	IA	
C.D. Cal.	IA Loc. R. 6.4	IA Loc. R. 9.2 Loc. R. 9.5 Loc. R. 9.6 Loc. R. 9.7 Loc. R. 9.8	IA	IA	
E.D. Cal.	IA Loc. R. 240(a) (10/84; Revised 5/91) Summary of Court Practices, at 8–9 (12/91)	IA Loc. R. 282 (10/84; Revised 5/91) Loc. R. 281(a)(10/84; Revised 5/91) Loc. R. 281(b)(10/84; Revised 5/91)	IA Loc. R. 270 (10/84; Revised 5/91)	IA Summary of Court Practices, at 9–10 (12/91) Summary of Court Practices of the Magistrate Judges, at 36–37 (2/91)	
N.D. Cal.	Judges participating in the Case Management Pilot Program are expected to hold follow-up management and status conferences as the needs of individual cases warrant.	IA Loc. R. 235-5	IA Loc. R. 235-5	IA	

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S.D. Cal.	IA	IA	IA	IA	
D. Colo.	IA Loc. R. 29.1(10) (Revised 4/15/94)	Yes Loc. R. 29.1(10) (Revised 4/15/94)	The court may require persons with settlement authority to be present at any hearing or conference. Loc. R. 29.1 (Revised 4/15/94)	IA Loc. R. 16.2 (Revised 4/15/94)	
D. Conn.	IA Loc. R. 11(a)1	IA	Each party will be represented by an attorney with authority to bind at all pretrial conferences.	IA Loc. R. 11(a)1	
D. Del.	IA	IA Loc. R. 16.4(a) (Revised 1/95)	IA Loc. R. 16.4(b) (Revised 1/95)	IA Loc. R. 16.4(c)–(d) (Revised 1/95)	
D.D.C.	IA	IA Loc. R. 209(a) (Revised 3/1/94)	IA	IA	
M.D. Fla.	The revised version of Loc. R. 3.05 provides that a preliminary pretrial conference is required in track 3 cases after receipt of the case management report and is at the court's discretion in other cases. Loc. R. 3.05	The revised version of Loc. R. 3.05 requires a final pretrial conference in track 2 and 3 cases. The conference will take place on a date set by the court, based in part on party input provided in the case management report. Loc. R. 3.06 requires a meeting of counsel before the pretrial conference. Loc. R. 3.05	Yes Loc. R. 3.06 (7/1/84; Revised 4/1/91)	Yes Loc. R. 3.01(i) (2/1/94)	
N.D. Fla.	Status conferences are held at the court's discretion. (PD)	Yes (PD)	Yes	IA	
S.D. Fla.	IA	Under the court's pre-CJRA informal case management system, judges must set early and firm pretrial conference dates. Loc. R. 16.1(C) (2/15/93)	IA Loc. R. 16.1(C) (2/15/93)	IA	

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District	Status Conferences Required?	Final Pretrial Conference Required?	Representatives with Authority to Bind?	Encouragement of Telephone Conferences?	Other
M.D. Ga.	IA	IA Loc. R. 5.1 (6/2/93)	The court adopts the requirement that a representative with authority to bind must be present at key conferences. Loc. R. 5.1 (6/2/93)	IA	
N.D. Ga.	IA	IA	The local rules will be revised to require a representative with authority to bind at the post-discovery settlement conference. Loc. R. 235-2(b)(1)	The settlement conference held prior to discovery may be conducted by telephone. Loc. R. 235-2(a)(2) (1/1/85; Revised 7/1/92)	
S.D. Ga.	Status conferences are held at the discretion of the court. Loc. R. 8.1, 8.5 (1/82); Revised (6/94); Renumbered Loc. R. 16.1, 16.2)	A final pretrial conference is held at the discretion of the court. Loc. R. 8.2 (1/82); Renumbered Loc. R. 16.4)	Yes Loc. R. 8.3 (1/82); Renumbered Loc. R. 16.5)	IA	
D. Guam	IA Loc. R. 235-3(c) (1983, Revised 5/31/94, 9/12/94)	IA Loc. R. 237-2 (1983)	Each party appearing at all conferences will have full authority with respect to all matters on the agenda, including settlement. Loc. R. 235-4 (1983; Revised 9/12/94) Loc. R. 237-2 (1983; Revised 9/12/94)	IA	
D. Haw.	Status conferences are held at the discretion of the court. (PD) Loc. R. 233-1 (11/91)	One pretrial conference is held in every action or proceeding. Additional conferences are held at the discretion of the court. (PD) Loc. R. 235-5 (11/91)	The court has referred this issue to the rules committee for further clarification and strengthening of the local rule. Loc. R. 235-8 (11/91)	Yes (PD)	
D. Idaho	IA Loc. R. 16.1(a) (Revised 7/94)	The date for a final pretrial conference will be determined at the scheduling conference and scheduled in the scheduling order. Loc. R. 16.1(c) (Revised 7/94)	IA	The court, at its discretion, may use telephonic hearings to conduct the scheduling conference.	

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District	Status Conferences Required?	Final Pretrial Conference Required?	Representatives with Authority to Bind?	Encouragement of Telephone Conferences?	Other
C.D. Ill.	CR	At the final pretrial conference, the court will explore these issues with counsel: 1. the possibility of consent to trial before a magistrate judge; and 2. establishment of a short-notice civil trial calendar.	IA	Hearings will be set by telephone conference whenever possible.	1. Pretrial hearings will be set before a magistrate judge whenever possible, 2. The court will continue to explore the development of video-conferencing for civil cases, 3. The court will explore the possibility of settlement at every possible stage, 4. Judges will periodically review pretrial and trial procedures within each division to determine whether more uniform procedures would be appropriate.
	Loc. R. 2.11 (1/92)	Loc. R. 2.10 (1/92)	Loc. R. 2.11 (1/92; Revised 1/94)	Loc. R. 2.10 (1/92) Loc. R. 2.11 (1/92; Revised 1/94)	
N.D. Ill.	PD	PD	PD	IA	
	Loc. Gen. R. 5.00A (6/26/85)	Loc. Gen. R. 5.00A (6/26/85)	Loc. Gen. R. 5.00A (6/26/85)		
S.D. Ill.	IA	A final pretrial conference will be held not less than 7 days prior to the presumptive trial date. These issues will be discussed at the conference: stipulated and uncontroverted facts, issues to be tried, disclosure of all witnesses, exchange of all exhibits, pretrial rulings on objections to evidence, outstanding motions, elimination of unnecessary or redundant proof, itemized statements of damages, bifurcation of the trial, limits on the length of trial, jury selection, and any other issues deemed necessary by the presiding judicial officer.	Representatives with authority to bind must be present at the initial pretrial and scheduling conference and the final pretrial conference.	The initial pretrial and scheduling conference may be conducted by telephone at the discretion of the presiding judicial officer.	
		Loc. R. 11(e) (5/92; Revised 3/94)	Loc. R. 11(d)(e) (5/92; Revised 3/94)	Loc. R. 11(c) (5/92; Revised 3/94)	
N.D. Ind.	IA	IA	Participating attorneys will be required to have authority to bind the parties at the initial pretrial conference.	The court declined to adopt a uniform policy requiring or forbidding telephone conferences. Judicial officers	The Advisory Group questioned the utility of requiring the filing of preliminary pretrial reports

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		Loc. R. 16.1(f) Loc. R. 16.1(g) Appendix A to the Local Rules	The judicial officer may require the attendance or availability of the parties, as well as counsel. The court urges the government, at the least, to assure that its counsel are vested with as much binding authority as is feasible.	will consider their use.	before the initial pretrial conference. However, some judicial officers thought the reports useful, so the court declined to abolish them. Counsel should meet before the pretrial conference to discuss the matters to be addressed at the conference.
	Loc. R. 16.1(e)		Loc. R. 16.1(h)		
S.D. Ind.	Additional conferences (after the initial pretrial conference) will be held as ordered by the court. Loc. R. 16.1	IA	IA	IA	
N.D. Iowa	IA	IA Loc. R. 16(c)	IA	IA	
S.D. Iowa	IA	IA	The court rejects the Advisory Group's recommendation that representatives with authority to bind be present at settlement discussions because it is already the practice in this district.	IA	
D. Kan.	The judge assigned to a case, alone or in conjunction with a magistrate judge, will conduct additional conferences with counsel as necessary to eliminate or minimize delays and expenses in the discovery or trial process.	IA Loc. R. 213 (Revised 5/92)	IA Loc. R. 214 (Revised 6/93)	IA	
E.D. Ky.	IA	Yes	IA	IA	
W.D. Ky.	IA	IA	PD	PD	

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E.D. La.	IA	Yes	The pretrial conference must be attended by the attorneys who will try the case. These attorneys will come to the conference with full authority to accomplish the purposes of Fed. R. Civ. P. 16.	Attendance of counsel by telephone, where feasible, may be permitted by the court.	Pretrial orders will be prepared for each case according to a uniform form of Pretrial Notice and Instructions. The judge who will preside over the trial will preside over all final pretrial conferences. However, if necessary, the judge may designate a magistrate judge to conduct this conference.
M.D. La.	IA	Yes	Yes	Yes Loc. R. 6.07M3 Loc. R. 6.07M4	
W.D. La.	IA	A final pretrial conference will be held 3 to 4 weeks before the scheduled trial.	IA	IA	
D. Me.	IA	A final pretrial conference will be held as close to the time of trial as possible. The conference may be conducted by any judicial officer. No later than 5 days before the final pretrial conference, each party will file with the court in duplicate and serve on all other parties a pretrial memorandum no more than 5 pages in length, containing this information: 1. a brief factual statement of the party's claim or defense; 2. a brief statement of the party's contentions with respect to any controverted points of law; 3. proposed stipulations concerning matters that are not in substantial dispute and to facts and documents that will avoid unnecessary proof; 4. names and addresses of all witnesses the party intends to call at trial; and	Each party must be represented at each pretrial conference by an attorney who has the authority to bind that party regarding all matters previously identified by the court for discussion at the conference and all reasonably related matters.	The scheduling conference in standard track cases may be conducted by telephone.	The court rejected the Advisory Group's recommendation that a midpoint conference be scheduled in every case. Conferences will be scheduled when requested and when deemed appropriate by the judicial officer.

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		<p>5. a list of documents and things the party intends to offer as exhibits at trial. The parties, through their lawyers, should be prepared to engage in meaningful settlement discussions at the conference. At or following the final pretrial conference, the court will issue a final pretrial order, which will recite the action taken at the conference, and such order will control the subsequent course of the action.</p> <p>Loc. R. 20</p>			
D. Md.	IA	IA	<p>Loc. R. 20(c)</p> <p>IA</p> <p>Loc. R. 106.6</p>	<p>Loc. R. 17(b)(2)</p> <p>The court encourages the use of telephone conferences.</p>	
D. Mass.	Case management conferences and other pretrial conferences after the initial scheduling conference may be scheduled at the discretion of the judicial officer to whom the case is assigned.	<p>The final pretrial conference will occur within 18 months after the filing of the complaint. Counsel will confer no later than 14 days prior to the conference and file no later than 5 days prior to the conference a pretrial memorandum that sets forth:</p> <ol style="list-style-type: none"> 1. a concise summary of the evidence; 2. facts established by pleadings, stipulations, or admissions by counsel; 3. contested issues of fact; 4. jurisdictional questions; 5. questions raised by pending motions; 6. issues of law, with supporting authority; 7. requested amendments to pleadings; 8. any additional matters that may aid in the disposition of the trial; 9. the probable length of the trial; 10. names, addresses, and telephone numbers of 	Parties will be represented at the final pretrial conference by counsel with full authority to settle.	IA	

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		witnesses to be called and whether the testimony of any such witness is intended to be presented by deposition; 11. the proposed exhibits; and 12. the parties' positions on expert testimony. The agenda for the conference will include a discussion of issues covered by the memorandum as well as issues concerning jury selection and jury comprehension. Loc. R. 16.1(F) (10/92; Revised 12/94) Loc. R. 16.5 (10/92; Revised 12/94)			
E.D. Mich.	IA Loc. R. 16.3 (10/92)	IA Loc. R. 16.2(a)	IA Loc. R. 16.1(e)(d)	PD	The court will encourage early and ongoing judicial involvement in the pretrial process by adherence to Fed. R. Civ. P. 16. The court rejected an Advisory Group recommendation that the local rules be revised to require a pretrial conference within 120 after the filing of every complaint.
W.D. Mich.	IA Loc. R. 16.1	IA	IA	IA	
D. Minn.	IA	A final pretrial conference may be held no less than 7 days prior to the trial date.	Yes Loc. R. 16.2 (2/91)	The court encourages telephone conferences and the issue is under review by the local rules committee.	
N.D. Miss.	IA	A final pretrial conference will be held within 45 days of trial, by the assigned or another judicial officer. If the judge decides that a final conference is unnecessary, parties will submit a jointly prepared pretrial order.	Counsel who will conduct the trial must be present and the court may require the attendance or availability of the parties as well.	The case management conference may be conducted telephonically at the discretion of the judicial officer.	Within 15 days of the pretrial motion filing deadline, parties will submit a joint report to the magistrate judge regarding the length of trial, pending motions, and the progress toward settlement. The trial date will be promptly established, or the trial judge will be advised of

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					its status. The court will consider modifying the trial date. Failure to submit the report in a timely fashion will result in a conference to show cause why sanctions should not be imposed. Parties must prepare a pretrial order in accordance with local rule.
S.D. Miss.	IA	A final pretrial conference will be held within 45 days of trial, by the assigned or another judicial officer. If the judge decides that a final conference is unnecessary, parties will submit a jointly prepared pretrial order.	Counsel who will conduct the trial must be present and the court may require the attendance or availability of the parties as well.	The case management conference may be conducted telephonically at the discretion of the judicial officer.	Within 15 days of the pretrial motion filing deadline, parties will submit a joint report to the magistrate judge regarding the length of trial, pending motions, and the progress toward settlement. The trial date will be promptly established, or the trial judge will be advised of its status. The court will consider modifying the trial date. Failure to submit the report in a timely fashion will result in a conference to show cause why sanctions should not be imposed. Parties must prepare a pretrial order in accordance with local rule.
E.D. Mo.	IA	IA	IA	IA	
W.D. Mo.	IA	IA	IA	Counsel must confer by telephone or in person with each other to resolve discovery disputes and then confer by telephone with the court before filing discovery motions.	
	Loc. R. 16 (1/83)	Loc. R. 16 (1/83)	Loc. R. 16 (1/83)		
D. Mont.	IA	Yes	Counsel at the preliminary pretrial conference will have the authority to enter into stipulations and make admissions on matters discussed at the conference. Counsel at the final pretrial	IA	

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			conference will have the authority to bind or ensure that binding authority may be obtained during the conference.		
	Loc. R. 235-3	Loc. R. 235-6	Loc. R. 235-8		
D. Neb.	IA	IA Loc. R. 16.2(a) (Revised 1/93)	IA Loc. R. 16.2(b) (Revised 1/93)	Consideration will be given to conducting status conferences by telephone.	
D. Nev.	IA Loc. R. 190-2	IA Loc. R. 190-2	If a case management conference is held, a representative with authority to bind must be present.	The use of telephone conferences to argue motions will be expanded where appropriate.	
D.N.H.	Yes	Yes Loc. R. 10(b) (5/69; Revised 1/85)	Yes Loc. R. 10 (5/69; Revised 1/85)	Yes	Final pretrial statements are required that include a specific listing of: 1. issues; 2. exhibits; 3. witnesses; 4. case description; 5. stipulations; and 6. motions in limine. No continuances are granted for pretrial conferences except in extraordinary circumstances. Uniform procedures should be adopted by all judicial officers.
D.N.J.	Status conferences may be conducted as appropriate to the circumstances of a particular case. Track 2 cases are presumed to require frequent conferences. Gen. R. 15A.2 (12/91) Gen. R. 15D	The date for the final pretrial conference is set in the scheduling order. Gen. R. 15B.3(e) (12/91)	Parties not appearing pro se will be represented by attorneys with full binding authority in pretrial matters. Gen. R. 15A.3 (12/91)	Parties may be available by telephone at settlement conferences as directed by magistrate. Discovery or case management disputes may be presented by telephone conference. Oral argument on discovery or case management motions may be made by telephone conference. Gen. R. 15A.4 (12/91) Gen. R. 15E.2 (12/91) Gen. R. 15F.4 (Adopted 10/84 as Gen. R. 15C.4)	

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D.N.M.	All cases except prisoner petitions and cases on the administrative track must file status reports and attend periodic conferences as outlined in the scheduling order.	IA	Local rules require counsel who will try a case to attend a pretrial conference.	IA	
E.D.N.Y.	At a minimum, status conferences in complex cases should be convened at 6 month intervals for discussion of motions and discovery. Periodic settlement conferences should also be scheduled. Guideline 50.7	A final pretrial conference is required in all cases.	IA	IA Civ. R. 49.6 (Standing Order 6(b)) Civ. R. 49.6 (Standing Order 8)	
N.D.N.Y.	IA Loc. R. 16.1 General Order 25 § VIII (A)	The only additional conference mandated is a settlement conference, which is scheduled in the uniform pretrial order. General Order 25, § VIII (A)	A party who has the authority to bind must be present or available by telephone during settlement discussions. General Order 25 § VIII (A)	IA	
S.D.N.Y.	IA	IA	IA	IA	The dates for future conferences will be discussed at the case management conference.
W.D.N.Y.	Status conferences are held at the discretion of the magistrate judge.	A final pretrial conference is required within 30 days of the trial, to discuss settlement, motions, the resolution of factual or legal issues, stipulations, and any other appropriate matters.	Representatives with authority to bind must be present at the pretrial conferences.	IA	Judicial officers will make an earnest effort to encourage settlement. If settlement is not reached, the judicial officer will schedule further conferences as appropriate to discuss settlement.
E.D.N.C.	IA	A working pretrial conference is required in complex cases, in addition to the regular pretrial conference. (PD)	IA	IA	Counsel must submit a joint pretrial order to the court. Preparation is the responsibility of all counsel. Loc. R. 24.00 (Revised 2/94)

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M.D.N.C.	IA	A final conference is held only if requested by the court. Loc. R. 207	IA Loc. R. 601	Telephone conferences are permitted if the offices of the lead counsel are separated by more than 150 miles. Loc. R. 204(b)	
W.D.N.C.	Status conferences are held as necessary at the discretion of the court. Loc. R. 7	A final pretrial conference is held as necessary at the discretion of the court.	Yes	Yes	
D.N.D.	A status conference is required in all class 2 cases (standard management). This conference will define issues for trial, explore limits on witnesses, and explore settlement prospects and ADR options.	A final pretrial conference is required. Counsel will confer on jury instructions and present to the court a set of instructions that represents as much agreement as possible among the parties.	IA	The court uses telephone conferences to facilitate case monitoring.	
D. N. Mar. I.	A mandatory status hearing is held approximately midway between the date of the case management conference and the discovery cut-off date.	A pretrial conference will be held not later than 7 days before the scheduled trial date, unless deemed unnecessary by the court and counsel. Unless excused by the judge, each party must be represented at the conference by counsel who will conduct the trial. These issues will be discussed at the conference: trial date, stipulated and uncontroverted facts, issues to be tried, disclosure of all witnesses, listing and exchange of all copies and exhibits, pretrial rulings on objections to evidence, disposition of all outstanding motions, elimination of unnecessary or redundant proof, itemized statements of all damages by all parties, bifurcation of the trial, limits on the length of trial, jury selection issues, any issues that in the judge's opinion may facilitate and expedite	Unless excused by the judge, each party will be represented at the final pretrial conference by counsel who have full authority from their clients with respect to settlement.	The court encourages telephone conferences when it will save the attorneys, parties, or court time and money.	

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	Loc. R. 240-2	the trial, and the date when proposed jury instructions will be submitted to the court and opposing counsel which, unless otherwise ordered, will be the first day of the trial.			
N.D. Ohio	A status hearing will be held midway between the case management conference and the discovery cut-off date. These topics will be discussed: settlement and ADR issues, any requests for revision of track assignment and/or deadlines, any special problems in the case, the date of the final pretrial conference date, and a firm trial date. Loc. R. 8:5.1 (1/1/92; Revised 12/15/92)	A final pretrial conference may be scheduled by the judicial officer at the status hearing. Counsel may be required to submit pretrial memoranda. Loc. R. 8:5.2 (1/1/92; Revised 12/15/92)	The parties and lead counsel of record will be present at the final pretrial conference. Loc. R. 8:5.2 (1/1/92; Revised 12/15/92)	IA	
S.D. Ohio	IA Loc. R. 16.1 (10/91)	IA Loc. R. 16.1 (10/91) General Order 91-4 (Eastern Division, 7/91)	IA General Order 91-4 (Eastern Division, 7/91)	IA Loc. R. 16.1 (10/91)	
E.D. Okla.	IA	IA	IA	IA	
N.D. Okla.	IA Loc. R. 16.1(F)	IA Loc. R. 16.2(M)	IA Loc. R. 16.2	The court will encourage telephone conferences. Loc. R. 37.2(B)	Magistrate judges may conduct pretrial conferences upon request of the district judge. Loc. R. 72.1 (A)(6)
W.D. Okla.	IA	IA	Representatives with authority to bind must attend pretrial conferences. Loc. R. 17(D)(1) Loc. R. 17(I) Loc. R. 43(I)(1) Loc. R. 46(E)(2)	Counsel may participate in the status conference by telephone when justified by the circumstances and allowed by the court. Loc. R. 17(D)(1) Loc. R. 43(I)(1) Loc. R. 46(E)(2)	Plaintiff's counsel will submit a final pretrial order on the first day of the trial month. Loc. R. 17, Civil Status and Scheduling Conferences; Management (9/1/82; Revised 2/7/83, 5/20/83, 8/11/86, 12/31/91, 6/15/93, 4/20/94)

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D. Or.	The court will schedule status conferences as often as needed. In addition, attorneys have an affirmative duty to ask for scheduling and status conferences to help resolve disputes (including discovery disputes) after conscientious efforts by all parties to resolve them.	A final pretrial conference may be held at the discretion of the court. Loc. R. 235-3	IA	The assigned judge should arrange for an immediate telephone conference upon evidence of repeated discovery disputes, suggestion of an overly active motions practice, any motion to extend the pretrial order lodging date, or any application or stipulation for extension of time to complete discovery. At the conclusion of the telephone conference, the judge should set a full schedule for the remainder of the case, including all revised deadlines, firm trial date, pretrial conference date, and pretrial order lodging date. Attorneys will be expected to respond to calls for telephone status conferences on short notice, including lunch hours and before/after office hours.	Unless provided for by the assigned judge, the conduct of any required pretrial conference and the establishment of a firm trial date will be governed by local rule.
E.D. Pa.	IA Loc. R. 47	IA	When, in the court's discretion, efficient management of litigation requires this, each party will be represented at each identified pretrial conference by an attorney with authority to bind.	Yes Loc. R. 21(b)	
M.D. Pa.	IA Loc. R. 16.3(B) (Revised 1/94)	IA Loc. R. 16.1 (Revised 1/94)	IA Loc. R. 16.2 (Revised 11/88)	IA	
W.D. Pa.	Status conferences may be held as necessary. If the case is not tried within 12 months of the pretrial conference, the judicial officer will schedule a status conference to discuss settlement and set a prompt trial date.	Within 20 days of the closing of discovery, the plaintiff will file and serve a pretrial statement that includes a statement of material facts, a list of exhibits, and a copy of all reports. The defendant will do the same within 20 days of the plaintiff's filing of the pretrial statement.	Representatives with authority to bind must be present at each conference.	IA	Parties must be available during each conference, either in person or by telephone.

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	Loc. R. 16.1.4F (10/93)	Counsel will then meet and discuss the statements and any unresolved issues. Loc. R. 16.1.4A (10/93) Loc. R. 16.1.4B (10/93)	Loc. R. 16.1.4E4 (10/93)		Loc. R. 16.1.4E4 (10/93)
D.P.R.	IA	Yes	IA	IA	Cases in the complex track may require a number of pretrial conferences for stages of discovery, bifurcated trials, and other methods covered in the Manual for Complex Litigation.
D.R.I.	IA	IA	Yes (PD)	IA	
D.S.C.	CR	IA Loc. R. 13.00 and 13.01 (12/1/93)	IA	IA	
D.S.D.	IA	A final pretrial conference is held at the court's discretion.	Yes	IA	
E.D. Tenn.	IA	IA	At all pretrial conferences, each party who is not proceeding pro se must be represented by an attorney who has the authority to bind that party regarding all matters identified by the court for discussion at the conference and all reasonably related matters.	IA	Scheduling conferences may be conducted by a district judge, a magistrate judge, or a designee of the court.
M.D. Tenn.	Status conferences are tailored to the needs and complexities of each case. Loc. R. 11(d)(1) (3/94) Loc. R. 11(d)(3) (3/94) Loc. R. 11(d)(6) (3/94)	Yes Loc. R. 11(d)(6) (3/94)	Representatives with authority to bind may be required by the case manager or settlement judge to attend settlement conferences. Loc. R. 20(d)(3) (3/94)	IA Loc. R. 11(d)(4)(c) (3/94)	
W.D. Tenn.	Status conferences will be scheduled as needed.	IA	Representatives with authority to bind must be present.	IA	For general civil litigation cases, all judges will use a uniform notice letter. This letter will advise attorneys that they must be prepared to discuss at the conference

Table 3: Other Pretrial Conference Provisions

District	Status Conferences Required?	Final Pretrial Conference Required?	Representatives with Authority to Bind?	Encouragement of Telephone Conferences?	Other
			Loc. R. 15(a) (Revised 1/93)		whether the case is complex or routine and the type of case management needed.
E.D. Tex.	IA	IA	Counsel at the management conference must have authority to bind their clients.	IA	
N.D. Tex.	IA	IA Loc. R. 7.1 (3/78)	IA	IA	
S.D. Tex.	IA	IA	By individual notice, the court will require the attendance at all pretrial settlement conferences of attorneys who have authority to bind regarding all matters. Loc. R. 8 (5/88; Revised 1/92, 2/94)	IA	
W.D. Tex.	IA	IA	IA Loc. R. CV-16(g) (Revised 1/94)	IA	
D. Utah	IA	IA Loc. R. 204-1(e)	IA Loc. R. 204-2(c) Loc. R. 212(i) Loc. R. 212(j)	IA Loc. R. 204-1(d)	Counsel should communicate with each other prior to the initial conference to agree on a suggested schedule.
D. Vt.	IA	IA	IA	The court should attempt to use conference calls for hearings and conferences where counsel would be required to commute an appreciable distance, the personal presence of counsel is not required, and the judicial officer is confident that any record required can adequately reflect the remarks of counsel and the judicial officer.	The court will ordinarily issue a trial order at or shortly after the time a case is scheduled for trial if the case has not been scheduled for a full pretrial conference pursuant to Loc. R. 6. A conference will be held as soon as a week after the trial order is issued. Topics to be discussed at the conference include: counsels' best estimate of the time required for trial, witnesses to be called, issues on which agreement has been reached and those to be resolved at trial, whether unresolved issues can be reduced by mutual agreement, whether

Table 3: Other Pretrial Conference Provisions

District	Status Conferences Required?	Final Pretrial Conference Required?	Representatives with Authority to Bind?	Encouragement of Telephone Conferences?	Other
			Loc. R. 12(g)(4) Loc. R. 11(e)		witnesses and evidence required at trial are available, the status of settlement negotiations and whether the court should become involved and any evidentiary issue or other matter that either party seeks to have the court consider before trial.
D.V.I.	IA Loc. R. 16.1(b) (7/21/92)	IA Loc. R. 16.2(c) (7/21/92)	It is the practice of the court that attorneys with authority to bind their clients respecting all matters previously identified by the court for discussion be present at pretrial conferences. (PD)	IA	
E.D. Va.	IA	IA Loc. R. 12(D) (8/62; Revised 1/80, 2/89) Loc. R. 13(B)	CR	IA	
W.D. Va.	Additional pretrial conferences will be scheduled as needed.	IA	IA	Conferences can be conducted in person or by telephone.	Conferences will be with the district judge or the magistrate judge to whom the case has been assigned.
E.D. Wash.	IA Loc. R. 16	IA	IA	IA	
W.D. Wash.	PD	IA Loc. R. CR-16(m)	IA Loc. R. CR-16(m)	Yes	
N.D. W. Va.	IA	IA Loc. R. 2.13	IA Loc. R. 2.13	IA Loc. R. 2.13	
S.D. W. Va.	IA Loc. R. 2.01	A date for the pretrial conference is established in the time frame order. Loc. R. 2.03 Loc. R. 2.04	Lead counsel are required to attend the final pretrial conference. Loc. R. 2.04	IA Loc. R. 2.01	
E.D. Wis.	The need for status conferences will be determined by the court.	IA	IA	IA	The court may order the parties to prepare a pretrial report, to be filed 10 days prior to the date of the trial.

Table 3: Other Pretrial Conference Provisions

District	Status Conferences Required?	Final Pretrial Conference Required?	Representatives with Authority to Bind?	Encouragement of Telephone Conferences?	Other
	Loc. R. 7.04 (Revised 1/1/92)	Loc. R. 7.05	Loc. R. 7.05 Loc. R. 7.12		If so ordered, parties are expected to confer and make a good faith effort to settle the case. Loc. R. 7.06
W.D. Wis.	IA	The final pretrial conference will be used to resolve as many issues as possible before trial. Prior to the final conference, parties are required to submit to the court their proposed jury instructions, voir dire, and form of special verdict.	Representatives with authority to bind must be present at the preliminary pretrial conference.	The preliminary pretrial conference may be held by telephone at the request of one or more parties or if one or more counsel are located outside Madison, Wis.	
D. Wyo.	IA	IA Loc. R. 16(g)	A local rule requires counsel who will try the case to attend the final pretrial conference.	IA Loc. R. 16(i) Loc. R. 100	